CGIAR Research Program on
Climate Change, Agriculture and Food Security (CCAFS)

DDS Ownership
Video Transcript

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Introduction

With a well-organised DDS the project team always know where to find the latest versions of documents and data, and the process of archiving at the end of the project is made simpler. Many researchers don't like the idea of archiving, but increasingly it is becoming a requirement stipulated by the funding agencies so for now we will accept that this is something we need to work towards.

The issue of data ownership and data access is something that many researchers are concerned about especially when we talk about a DDS. We will address this issue in this video.

Who owns the DDS?

Ownership is usually defined by a contract between the funding agency and the researcher. Check your contract to ensure you know what this is. Also it is a good idea to draw up an agreement that can be signed by all members of the project team. This ensures that everyone knows where they stand as far as data ownership is concerned. Wherever you store your DDS the Intellectual Property Rights (IPR) of the contents remains the same – the ownership does not change according to the location. The real issue is "who has access?"

Access to the DDS

At the basic level you can think of the hard drive on your own PC as a DDS – it is a place for storing all your data and documents and as with anything in life it can be well-organised or a dump or more likely something between these two extremes.

If you work alone then this is perhaps all you need – with of course a backup or two in case of disaster!

Issues of access arise when your DDS is stored somewhere centrally, such as a shared network drive, in Dropbox, in Moodle, etc. In all these cases you can control who has access and what level of access they have.

For example, in the SSC we have a file server where we store shared documents and archive materials as well as individual staff backups. Each member of the team has read/write access to the shared documents, read/only access to the archive, and read/write access to their own personal backup space. We use a piece of software called Allway Sync and set the local drive to synchronise with the network drive. We use the Windows scheduler to automate regular synchronisations. The network drive is itself backed-up on a regular basis to an external e-SATA drive that we store in our fireproof safe when not in use. Note that these examples show how we deal with every day issues of backups and shared files. We are not promoting any particular commercial product or software, and suggest you choose your own solution based on your own needs.

Who controls the DDS?

Of course in any shared environment there is the person who actually manages the site. For the SSC file server for example, a member of staff is given responsibility for managing the system including setting the permissions.

Summary

Ultimately a shared DDS requires some degree of trust. If you have trust issues and prefer to keep everything to yourself, then that is your choice, but the concept of a DDS remains the same whether it is on your own PC or somewhere shared – a well-organised DDS will save time and effort in the long term.

Returning briefly to the trust issue – remember that this works both ways. For example we find that many researchers would like their Met Service to give them access to the historical climatic – particularly rainfall – data. There may also be a cost issue, but often these climatic data are well managed and can be made available. However, many of these same researchers become very defensive when asked where others could have similar access to data from past surveys or experiments that they have managed. You cannot expect others to share their data and documents with you if you are not willing to share with them

Appendix I – CCAFS Data Management Support Pack

This document is part of the CCAFS Data Management Support Pack produced by the Statistical Services Centre, University of Reading, UK. The following materials are available in the pack:

0. Data Management Strategy
    a. CCAFS Data Management Strategy
1. Research Protocols
    a. Writing Research Protocols – a statistical perspective
    b. Preparation of Research Protocols – Good Practice Case Study
    c. What is a Research Protocol, and how to use one (Video & Transcript)
    d. Details of what a Research Protocol should contain (Video & Transcript)
2. Data Management Policies & Plans
    a. Creating a Data Management Plan
    b. Data Management Plan (Video & Transcript)
    c. Example Data Management Activity Plan
    d. Example Consent Form
3. Budgeting & Planning
    a. Budgeting & Planning for Data Management
    b. ToR Data Support Staff
    c. Budgeting & Planning (Video & Transcript)
4. Data Ownership
    a. Data Ownership and Authorship
    b. Template – Data Ownership Agreement
    c. CCAFS Data Ownership & Sharing Agreement
    d. Data Ownership & Authorship (Video & Transcript)
5. Data & Document Storage
    a. Creating and Using a DDS
    b. DDS Introduction – (Video & Transcript)
    c. DDS Organisation – (Video & Transcript)
    d. DDS Ownership – (Video & Transcript)
    e. Introduction to Dropbox – (Video & Transcript)
6. Archiving & Sharing
    a. Archiving & Sharing Data
    b. Data and Documents to Submit for Archiving – a checklist
    c. MetaData
    d. Archiving & Sharing (Video & Transcript)
    e. Metadata (Video & Transcript)
    f. CCAFS HBS Questionnaire
    g. CCAFS HHS Code Book
    h. CCAFS Training Manual for Field Supervisors

7. CCAFS Data Portals
    a. Portals for CCAFS Outputs
    b. AgTrials Summary
    c. CCAFS-Climate Summary
    d. DSpace Introduction
    e. Introduction to Dataverse (Video & Transcript)
    f. Creating a Dataverse (Video & Transcript)
    g. Dataverse Study Catalogue
    h. CCAFS Dataverse (Video & Transcript)
8. Data Quality & Organisation
    a. Data Quality Assurance
    b. Guidance for handling different types of Data
    c. Transition from Raw to Primary Data
    d. Data Quality Assurance (Video & Transcript)
    e. Guidance for handling different types of data (Video & Transcript)
    f. Transition from Raw to Primary Data (Video & Transcript)